

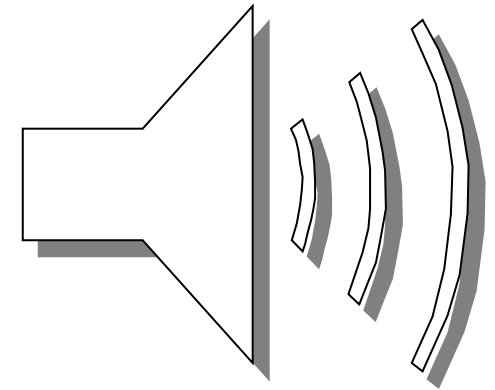
# Welcome! The webinar will begin shortly...

**To access the audio for  
this event, please dial:**

**Audio Line:** 888-251-2949 or 215-861-0694

**Access Code:** 2559728#

Participants will not be able to speak during this webinar; however, we will work to answer questions that participants submit in the chat panel



**TECHNOLOGY CHECK**



# **Fiscal Year 2021 Small, Rural School Achievement (SRSA) Grant Application**



# Introduction

**Mr. Patrick Carr**

Director, RINAP - Rural, Native, and Insular Achievement Programs

**Ms. Leslie Poynter**

Group Leader, REAP - Rural Education Achievement Program



# Agenda

- Objectives and Procedures
- Commonly Used Acronyms
- Part 1: SRSA Application
  - FY 2020 SRSA Application Review
  - FY 2021 Timeline, New Features, and Next Steps
  - GEPA Statements
- Part 2: FY 2021 Application Walk-Through
- Part 3: FY 2021 Master Eligibility Spreadsheet
- Part 4: DUNS, SAM, and Additional Resources



# Objectives

By the end of this presentation, attendees will know how to:

- 1. Access, complete, and submit the FY 2021 SRSA application**
- 2. Maintain an active DUNS registration in the SAM.gov system**
- 3. Contact the REAP, SAM, and G5 teams for additional support**
- 4. Access additional resources**



# Webinar Procedures

- All attendee lines will be muted during the webinar
- Please submit your questions in the chat panel – we will pause to answer submitted questions throughout the webinar
- If you experience technical difficulties during the webinar, please send a private chat message to the Event Producer
- Today's webinar will be recorded and made available on the REAP website



# Acronyms

Acronym	Meaning
<b>DUNS</b>	Data Universal Numbering System
<b>ESEA</b>	Elementary and Secondary Education Act, as amended
<b>FY</b>	Fiscal Year
<b>GEPA</b>	General Education Provisions Act
<b>LEA</b>	Local Educational Agency
<b>REAP</b>	Rural Education Achievement Program
<b>RINAP</b>	Rural, Insular, and Native Achievement Programs
<b>SAM</b>	System for Award Management
<b>SEA</b>	State Educational Agency
<b>SRSA</b>	Small, Rural School Achievement



Part 1:

# SRSA Application



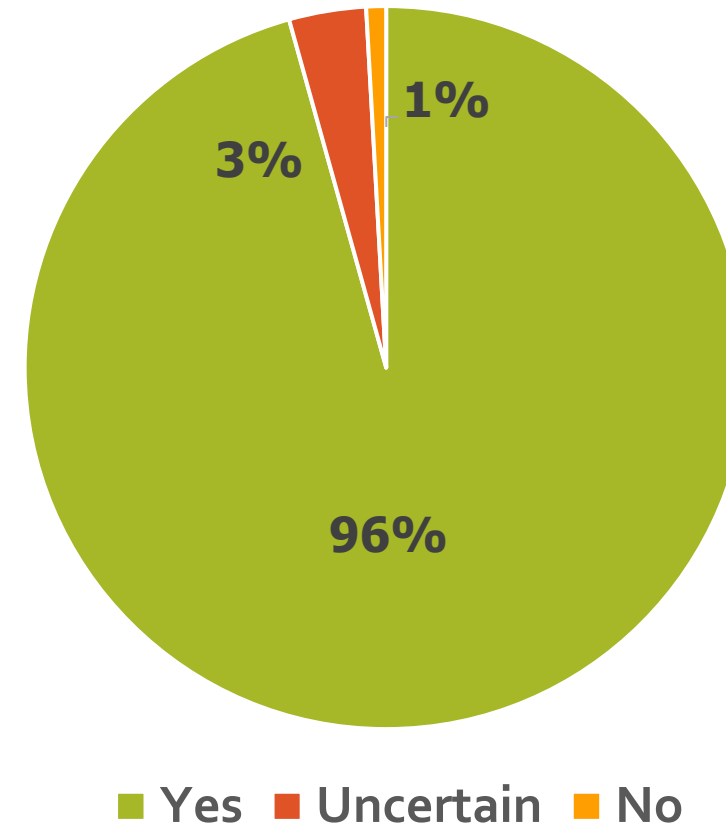


# FY 2020 SRSA Application Review

"As a superintendent of a small district, I wear many hats and sometimes I have to make decisions on how much time to devote to emails and applications. When I received my reminder notice and invitation to the webinar on how to fill out the application, I signed up without hesitation. I found the webinar very informative and helpful for me to fill out the application form. I would strongly suggest you continue to offer that service. I appreciated it."

- FY 2020 SRSA Feedback Survey

**Percentage of FY 2020 SRSA Applicants who Recommend Using a Similar Process in Future Years**



# FY 2021 SRSA Timeline

Date:	Action:
<b>February 10, 2021</b>	FY 2021 SRSA application opens, an invitation email will be sent to each eligible LEA
<b>April 16, 2021</b>	FY 2021 SRSA application closes on MAX Survey
<b>July 2021</b>	FY 2021 SRSA grants awarded to eligible LEAs on or after July 1, 2021
<b>July 1, 2021</b>	FY 2021 SRSA Performance Period Start Date
<b>September 30, 2023</b>	FY 2021 SRSA Performance Period End Date
<b>December 30, 2023</b>	FY 2021 SRSA Liquidation Deadline in G5.gov



# New Features of SRSA Application

- REAP sent each SRSA-eligible LEA's **Authorized Representative** an email invitation that contains the LEA's direct application link and estimated REAP award amounts
- The LEA's **DUNS number** is auto-populated into the FY 2021 SRSA application – please remember to maintain an active DUNS status in the System for Award Management (SAM) in order to ensure access to any awarded SRSA funds
- All LEAs are required to submit a **current GEPA statement** – if this was submitted in FY 2020, the statement is auto-populated into the LEA's FY 2021 application and the LEA only needs to make changes, as necessary



# Next Steps

- On **February 10th, 2021**, the Authorized Representative was sent an invitation email from the U.S. Department of Education at: [\*\*no-reply.survey@max.gov\*\*](mailto:no-reply.survey@max.gov)
- The Authorized Representative may **forward the email to other staff members** so that a different individual can complete the application for the LEA
- View your LEA's current Authorized Representative on the **FY 2021 Master Eligibility Spreadsheet** – linked in the resources section at the end of this presentation
- If the contact needs to be updated, please email [\*\*REAP@ed.gov\*\*](mailto:REAP@ed.gov)
- After submitting the application, the Authorized Representative will receive a **confirmation email** with a list of important next steps



Part 2:

# **FY 2021 Application Walk-Through**



# Invitation Email

- Each Authorized Representative should have received an email from the U.S. Department of Education from [no-reply.survey@max.gov](mailto:no-reply.survey@max.gov)
- The email contains identifying information about the LEA and the unique application link

Example School District  
123 School Street  
City, XX 12345  
SRSA Eligible


Dear Authorized Representative,

Your local educational agency (LEA) has been identified as eligible for funding under the Rural Education Achievement Program (REAP) for the 2021-2022 school year. REAP contains two programs: the Small, Rural School Achievement (SRSA) grant program and the Rural and Low-Income School (RLIS) grant program. For more information on these REAP programs, visit the U.S. Department of Education's (the Department's) [website](#).



# Instruction Page

- After clicking the LEA's unique link in the email sent to the Authorized Representative, you will be directed to the FY 2021 SRSA application, hosted on the MAX.gov platform
- Please read the instructions thoroughly before beginning the application

 **MAX Survey**

**2021 Small, Rural School Achievement Program Application**

Follow the instructions below:

**Application Instructions:**

Welcome to the fiscal year (FY) 2021 Small, Rural School Achievement (SRSA) grant application. **We estimate it will take approximately 30 minutes to complete this application. Submit this application by DEADLINE**

After submitting the application, you will see a confirmation page. You will also receive a confirmation email with important next steps - review these steps carefully and complete them as soon as possible. Included in the confirmation email will be a summary of your responses and an application tracking number. This number will serve as the local educational agency's (LEA's) identifying number and will be the same as the PR Award Number that will be generated once the application is approved. Please provide this number when contacting the U.S. Department of Education (Department) with questions about this grant application.

As a reminder, an LEA needs an active Data Universal Numbering System (DUNS) number in order to draw down SRSA funds. We strongly encourage immediate action to activate your LEA's DUNS number registration with the System for Award Management (SAM) if the registration will become inactive before July 1st, 2021. You can check your DUNS number registration status by logging into your SAM.gov account or by calling the SAM Federal Service Desk 1-866-606-8220.



# The Application Contains the Following Sections:

- **Verification of LEA Contact Information:**
  - **LEA Name and Address**
  - **Authorized Representative**
  - **Secondary Contact**
- **Verification of DUNS Number**
- **Submission of GEPA Statement**
- **Assurances Acceptance**
- **Certification Signature**
- **Submit**





# LEA Information

- The first screen you'll see will include your LEA's contact information
- If the information listed is correct, select YES, if there is an error, select NO and a space will be provided for corrections

Confirm you are applying for the Small, Rural School Achievement (SRSA) grant for the correct local educational agency (LEA) by reviewing the information specific to the LEA below. If the information is correct, confirm it by selecting "Yes". If the information is not correct, select "No" and a space will be provided for you to update the information. As a reminder, if you are the fiscal agent for more than one SRSA-eligible LEA, a separate application must be submitted for each.

\* 1 Your LEA name, mailing address, and phone number appear as follows:

Example School District  
123 School Street  
City, XX 12345  
123-456-7890

If this information is correct, select "Yes" below. If not, select "No" and then update the information in the space provided.

- ☐ Yes, the LEA contact information is correct.
- ☐ No, the LEA contact information is not correct.



# DUNS Number

- DUNS numbers will populate in the box below
- If your DUNS number is correct, no action is required
- If the DUNS number is incorrect or blank, please provide the correct DUNS for the LEA

\*<sup>3</sup> Verify your LEA's Data Universal Numbering System (DUNS) number by reviewing the nine digit number provided below. If the DUNS number is incorrect or blank, type the correct DUNS in the text box provided.

123456789

**NOTE:** DUNS numbers are nine digits long. The LEA's DUNS number must be unique to that LEA and active and registered with the System for Award Management (SAM) in order to draw down SRSA grant funds. Our records show that your LEA's DUNS number registration will expire on 7/1/2021.



# Contact Information

- Next, the Authorized Representative and Secondary Contact information will appear
- If the information listed is correct, select YES, if there is an error, select NO and a space will be provided for corrections

**\* 4** Your LEA's authorized representative information appears as follows:

**Authorized Representative**  
REAP@ed.gov

If this information is correct, select "Yes" below. If not, select "No" and then update the information in the space provided.

☐ Yes, the authorized representative information is correct.

☐ No, the authorized representative information is not correct.

**NOTE:** The authorized representative must be different from the secondary contact. The authorized representative is the legally responsible person for this SRSA grant. This contact person will receive communication from the G5.gov system and the U.S. Department of Education.

**\* 6** Your LEA's secondary contact information appears as follows:

**Secondary Contact**  
REAP@ed.gov

If this information is correct, select "Yes" below. If not, select "No" and then update the information in the space provided.

☐ Yes, the secondary contact information is correct.

☐ No, the secondary contact information is not correct.

**NOTE:** The secondary contact must be different from the authorized representative. The secondary contact will receive communication from the G5.gov system and the U.S. Department of Education.



# GEPA Statements

- The LEA's GEPA will populate in the box below if available
- If no GEPA was submitted on the FY 2020 SRSA application, the box will be blank, and the applicant must submit a GEPA to proceed.

Section 427 of the General Education Provisions Act (GEPA) requires that applicants for Small, Rural School Achievement (SRSA) funds include in their application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, the SRSA program for students, teachers, and other SRSA beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc., from such access or participation in the SRSA-funded project or activity. The description of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

**The General Education Provisions Act (GEPA) statement consists of:**

1. A specific explanation of the LEA's proposed use(s) of SRSA grant funds; and
2. A specific explanation of how the LEA will use SRSA funds in a way that addresses barriers to access and does not discriminate on the basis of any federally-protected category.

**Example:**

"Our school district will use SRSA grant funds to purchase computers and laptops as part of our school-wide technology upgrade. Because a significant portion of our students are from families where Spanish is the primary language spoken at home, we will provide user instructions for the computers both in Spanish and in English."

\*<sup>8</sup> Submit your GEPA statement in the box below. If your LEA submitted a GEPA statement on the FY 2020 SRSA application, the statement will auto-populate in the space below. Verify that the statement is current and accurate and update as needed. If your LEA did NOT submit a GEPA statement on the FY 2020 SRSA application, the space below will be blank. Submit a current statement now by typing it in the text box below.

NOTE: The maximum character limit is 1000.



# Assurances Acceptance and Signature

- On the following page, you'll see the assurance – please read these thoroughly
- When ready, you'll need to accept the assurance and provide a date and electronic signature


\* 10 The applicant, through its authorized representative, agrees to the required assurances above.

☐ Agree

\* 11 By submitting this application, I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

☐ Agree

\* 12 Enter today's date:

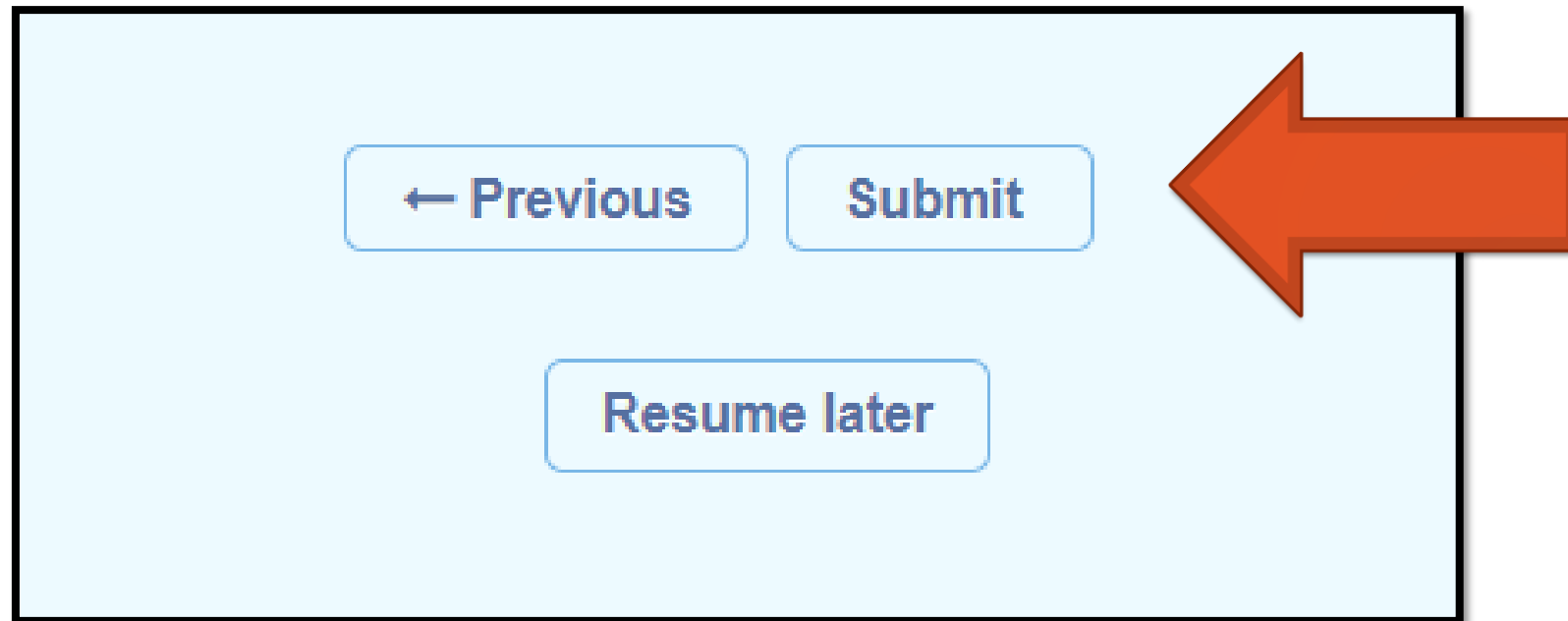


Format: mm/dd/yyyy



# Submitting the Application

- Lastly, remember to click SUBMIT before exiting the browser
- The Authorized Representative will receive a confirmation email with important next steps and helpful resources



# Confirmation Page and Email

- After clicking SUBMIT, if you do not see the confirmation page below or receive a confirmation email, please contact [REAP@ed.gov](mailto:REAP@ed.gov) to confirm that the application was submitted correctly



**MAX Survey**

## 2021 Small, Rural School Achievement Program Application

**Thank you for submitting the FY 2021 SRSA grant application!**

You will receive a confirmation email with important next steps - review these steps carefully and complete them as soon as possible. Also included in this email is a summary of your application responses and your school district's application tracking number. This number will serve as the school district's identifying number and will be the same as the PR Award Number that will be generated once the application is approved. Please provide this number when contacting the U.S. Department of Education (the Department) with questions about this grant application.

# GEPA Statement Requirement

- Section 427 of the GEPA requires U.S. Department of Education grantees to describe the steps the grantee will take to ensure equitable access to, and participation in the Federally assisted program (in this case, SRSA) by addressing the special needs of students, teachers, and other program beneficiaries.
- Consider six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.
- Determine, based on local circumstances, whether these or other barriers may prevent students, teachers, or other beneficiaries from such access or participation in an SRSA-funded project or activity.
- Remember, a GEPA statement consists of a specific explanation of:
  1. the LEA's proposed use(s) of SRSA grant funds; and
  2. how the LEA will use SRSA funds in a way that addresses barriers to access and does not discriminate on the basis of any federally-protected category





# What a GEPA Statement IS and IS NOT

## A GEPA Statement is:

- an opportunity for an LEA to identify their proposed use of SRSA funds
- an explanation of how SRSA funds will address barriers to access and participation in SRSA programs based on any federally-protected categories such as race, gender, national origin, socioeconomic status, disability, or age
- something that can be updated on annual SRSA applications

## A GEPA Statement is NOT:

- a request for approval of funding of specific activities
- solely an LEA's vision, mission, or equity statement



# Technology GEPA Statement

“Our district will use SRSA grant funds to purchase computers and laptops as part of our school-wide technology upgrade. Due to a large number of our students in the district being from low socioeconomic families, the district will use grant funds to integrate technology in all classrooms. All students in the district will have equal access to these resources. We will ensure that no student or teacher will be denied participation based on gender, race, national origin, disability or age.”

– SRSA LEA



# Staff Compensation GEPA Statement

"Our district will use these funds to ensure that we can continue to offer a full time Kindergarten teacher. All our classes are combination classes, but these funds will ensure that we do not have to offer a combination class in Kindergarten. This will always be our smallest class. This will give all of our students the best chance to be at grade level when entering first grade."

– Washington LEA



# Instructional Materials GEPA Statement

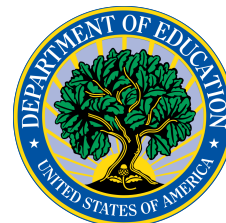
“[Our] School District will use SRSA grant funds to purchase band instruments to be utilized in the 5th-12th grade levels. With an economically disadvantaged population at 60%, the cost of owning or renting an instrument is prohibitive to many families within the district. All students will be provided the option to participate in the music program with no related costs to using an instrument.”

– Pennsylvania LEA



Part 3:

# **FY 2021 Master Eligibility Spreadsheet**



# FY 2021 MES

## **This will be a short discussion of the Master Eligibility Spreadsheet (MES)**

This is the online public spreadsheet posted in mid-January that shows:

- All LEAs in the nation
- REAP eligibility status – including DUAL eligibility
- Estimates for eligible programs
- Eligibility criteria data
- Title programs that feed into the SRSA formula
- General LEA contact information

Note: All data on this spreadsheet should be reviewed for accuracy by each LEA



# FY 2021 MES

## MES Video Walkthrough



# FY 2021 MES

**The MES is broken down into 4 tabs:**

- 1. Summary Tab**
- 2. Eligibility – All LEAs**
- 3. Hold Harmless (HH)**
- 4. Data Dictionary**





# FY 2021 MES

## The MES Data Dictionary Tab

The MES Data Dictionary Tab lists the menu items for each tab and provides a detailed explanation of what each column on each spreadsheet means, including:

1. The field name of each column
2. The tab on the worksheet where each field name resides
3. The column number of the field name
4. The data source from where the data is derived
5. A description of each field



# FY 2021 MES

## The MES Summary Tab

- The MES Summary Tab is a list of all states and the number of LEAs in each state that are eligible for SRSA, RLIS, or both (DUAL).
- This tab also displays the number of LEAs that have applied for the SRSA program and will be updated weekly until the application period closes.
- Once the application period has closed, the SRSA and RLIS cohorts will be added along with the number of LEAs and the total amounts that were allocated to each State for each REAP program.



# FY 2021 MES

## The MES Eligibility – All LEAs Tab

The MES Eligibility – All LEAs Tab is the entire list of all LEAs nationwide and all eligibility data and application status for SRSA and DUAL eligible LEAs.

MES Columns	MES Content
Columns A – J	LEA Identification Information
Columns K – N	Eligibility Determinations for SRSA, RLIS, RLIS HH, and DUAL Eligible LEAs
Columns O – P	SRSA and RLIS <b>Estimated</b> Allocation Amounts
Columns Q – R	SRSA Application Status and Final Cohort Determinations
Columns S – AA	SRSA and RLIS Eligibility Criteria Data
Columns AB – AC	SY 2019-20 Title IIA and Title IVA Amounts for SRSA Calculations
Columns AD – AF	Authorized Representative Contact Info & Status as a Future LEA

# FY 2021 MES

## The MES Hold Harmless (HH) Tab

The MES HH Tab shows Hold Harmless eligibility for 198 LEAs that fall under this provision. An LEA may be designated "HH" for Hold Harmless to show that it is eligible for RLIS in FY 2021 because the LEA

- 1) Received an RLIS grant in FY 2019 on the basis of alternative poverty data,
- 2) Served an area in which less than 20 percent of children ages 5 through 17 are from families with incomes below the poverty line, as determined by the U.S. Census Bureau's Small Area Income and Poverty Estimates (SAIPE) in FY 2019, and
- 3) Meets the rural eligibility criteria described in section 5221(b) of the ESEA for the fiscal year for which the current eligibility determination is being made (in this year's case, FY 2021).

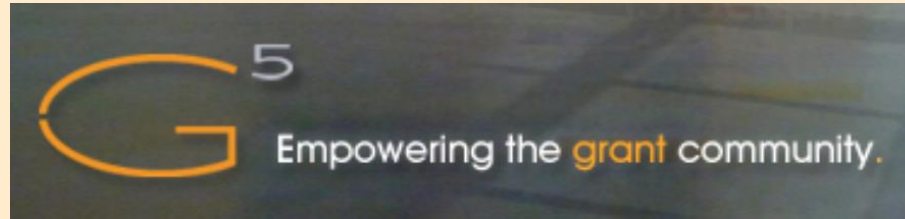


Part 4:

# **DUNS, SAM, and Additional Resources**



# Relationship between G5, DUNS, and SAM



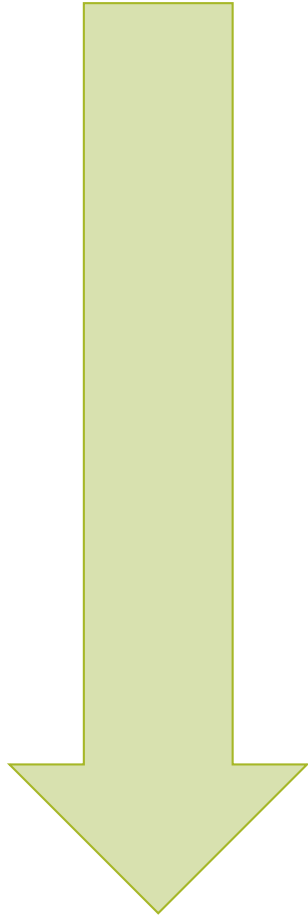
Your SRSA grant funds are housed in the **G5.gov** online system

DUNS Number  
Ex: 123456789

In order to access your funds in G5, you must have an active **DUNS** number connected to your LEA



To activate your DUNS number, you must update your LEA's registration in **SAM.gov** every year



# Ensure Your DUNS Number is Active in SAM.gov

- If you already have a DUNS on file with REAP, it will auto-populate into your SRSA application and will indicate the date it will expire. Please keep a record of this DUNS number
- Whether you have an expiring DUNS or no DUNS at all, we recommend starting the process to obtain and update your DUNS as soon as possible
- To start the process, we recommend using the **SAM Status Tracker**

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

HOME SEARCH RECORDS DATA ACCESS **CHECK STATUS**

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 12/14/2019, from 8:00 AM to 3:00 PM

**Learn About Registration Status**

- How do I start a new registration?
- What is Draft status?
- What is Work in Progress status?
- What is Submitted status?
- What is Active status?
- What is Expired status?

**What If?**

- What if my entity fails TIN validation?
- What if my entity fails CAGE Code validation?
- What if I still need help?

**What's Next?**

**SAM Status Tracker**

Check Entity Registration Status

**Page Description**

You can quickly check an entity's registration status in SAM by entering a DUNS Number or CAGE Code. Status Tracker will show you the current status of that entity's most recent record, as well as tell you what is left to complete based on why they are registering.

The SAM Status Tracker only returns the registration status for publicly-searchable registration records. If you are a Federal government user, please log into SAM and use the Search Records link in the main navigation to view registrations or data that are not publicly available.

**Use the SAM Status Tracker Now**

Check registration status by typing in a DUNS Number.

DUNS Number  Plus 4 (Optional)

Or, check registration status by typing in a CAGE Code.

CAGE Code

**Search** **Clear**

# How to use the SAM Status Tracker

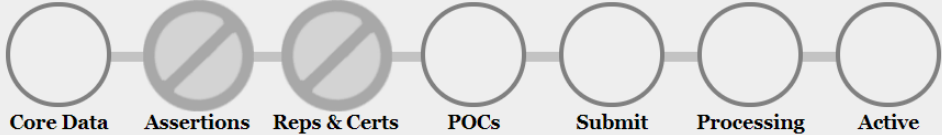
**SAM Status Tracker**

Check Entity Registration Status

**Mandatory Errors**  
This DUNS / DUNS+4 0798871870000 combination does not exist in SAM.

**Status: Inactive**


Your registration is inactive. It expired on Sep 02, 2020. Please log into SAM to begin the update process.



Core Data   Assertions   Reps & Certs   POCs   Submit   Processing   Active

**Status: Work in Progress**

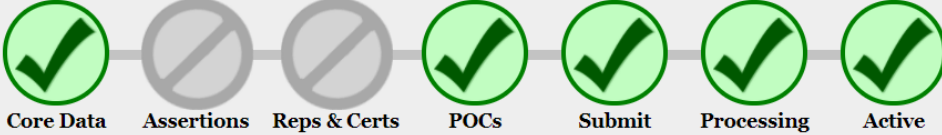
During processing, CAGE rejected your record with the following message: Rejected-Failure to respond to a CAGE request within 3 business days. . Log back into SAM and update your registration to address the issue.



Core Data   Assertions   Reps & Certs   POCs   Submit   Processing   Active

**Status: Active**

Your registration was activated on Jan 27, 2021. It expires on Jan 25, 2022 which is one year after you submitted it for processing.



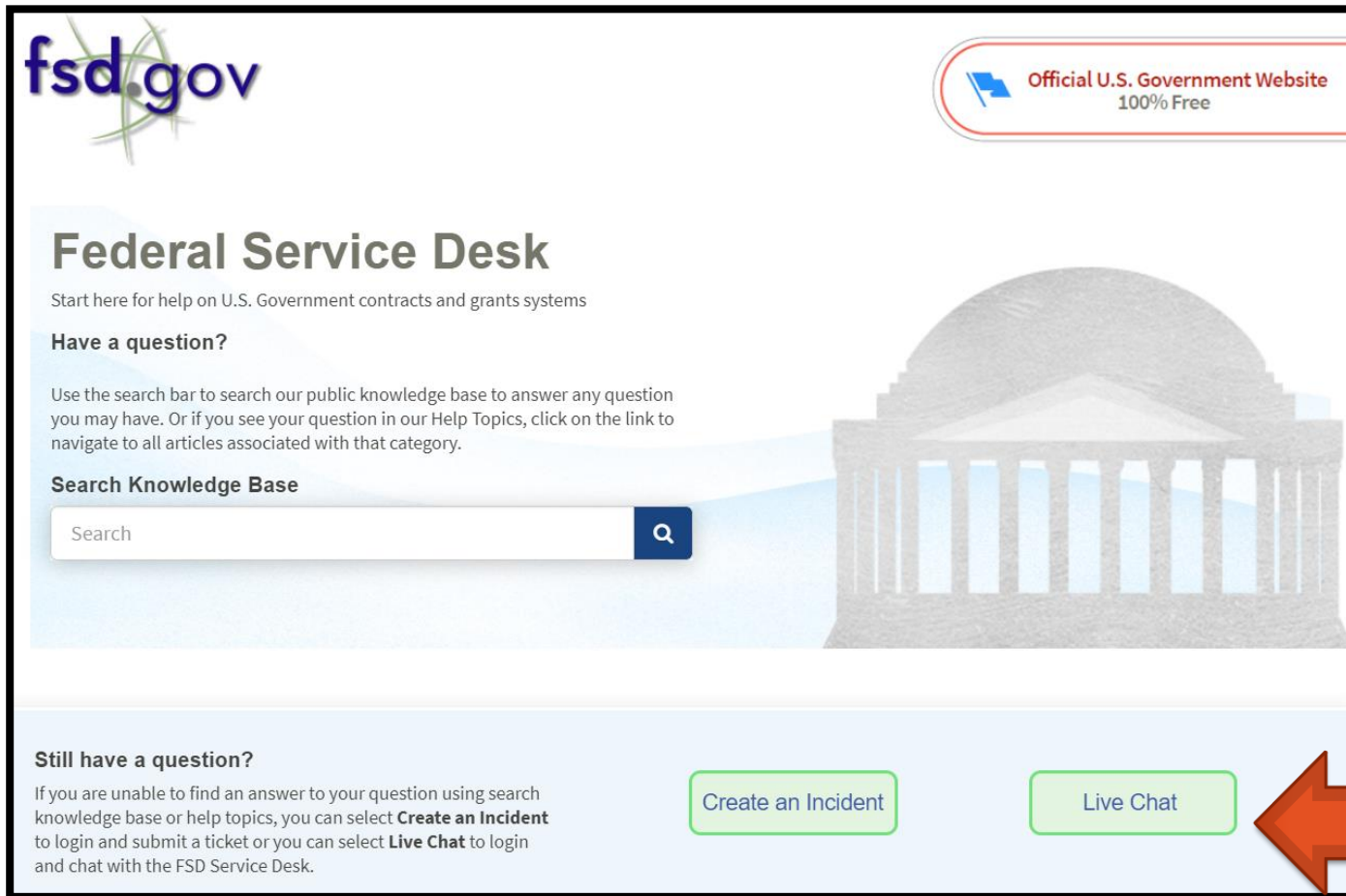
Core Data   Assertions   Reps & Certs   POCs   Submit   Processing   Active

- If you see **Mandatory Errors** or **Inactive** after searching with your DUNS, contact SAM directly for additional support
- If you see **Work in Progress**, follow the instructions provided in the tracker
- If you see **Active**, please note the date your registration will expire





# Contacting SAM for Additional Support



You can contact SAM by going to FSD.gov, clicking **Live Chat** and following the prompts. You will be connected with a SAM agent immediately.

You can also call the **SAM hotline:**  
8 am – 8 pm EST  
(866)-606-8220

If you need further assistance, please reach out to **REAP@ed.gov**



# Resources

- [SAM Status Tracker](#) (to check the status of your DUNS number)
- [FSD.gov Live Chat](#) (to contact SAM)
- [G5.gov Login Page](#) (to check available balances of SRSA awards)
- [FY 2021 Master Eligibility Spreadsheet](#) (to view an LEA's Authorized Representative)
- [Considerations for Dual Eligible LEAs](#)
- [GEPA Resource Page](#)
- [REAP Uses of Funds Guide](#)
- [REAP FAQ Page](#)





The REAP team will be collecting feedback regarding the SRSA application process after the application closes—look for an email survey in your inbox!



The feedback survey will be quick and will help us continue to improve the application process.



Let us know what you think and how we can improve the SRSA application in the future!

## FY 2021 Feedback



# REAP Team - Organizational Structure

Mr. Patrick Carr	Ms. Leslie Poynter
<b>Director</b> Rural, Insular, and Native Achievement Programs	<b>Group Leader</b> Rural Education Achievement Program

Mr. Robert Hitchcock	Ms. Alice Kinney	Ms. Grace Kwon	Ms. Staci Cummins	Mr. Eric Schulz
Arkansas	Alabama	Colorado	Arizona	Alaska
Connecticut	Kentucky	Delaware	California	Illinois
Minnesota	Michigan	Florida	Georgia	Indiana
North Carolina	New Jersey	Idaho	Iowa	Kansas
Ohio	New Mexico	Maine	Missouri	Louisiana
Rhode Island	South Dakota	Nebraska	Montana	Maryland
South Carolina	Utah	New York	New Hampshire	Massachusetts
West Virginia	Vermont	Oregon	North Dakota	Mississippi
Wisconsin	Virginia	Pennsylvania	Oklahoma	Nevada
Wyoming	Washington	Tennessee	Texas	

# REAP Contact Information

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**Alice Kinney**

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**Questions?**

You can also  
reach us at:

[REAP@ed.gov](mailto:REAP@ed.gov)

